

Presentation Magically

Duration: 1 Day

COURSE DESCRIPTION

This program offers practical techniques to help you focus on result, not task. Undo destructive habits and consciously choose to establish healthy, productive habits that long term benefit.

One of critical skill for business world is Presentation skills. To be able to present yourself and your idea to convince other, it show that you are able to communicate effectively. The training offer simple, easy to practice tools to helps you cope with nerves, get your message across memorable, structure your material for the best impact and present to audiences of varied sizes.

COURSE OBJECTIVE

At the end of the course, participants will be able to:

- Speak effectively to any sized group of listeners
- Persuade your listeners to take action on your words and believe in your ideas
- Sound and look your absolute best
- Convey your ideas clearly so they hit their target every time
- Take control of a room and command your listeners' attention.

COURSE OUTLINE

Time	Content	Activity
09.00-09.10	Present as a group	Group Activity
09.10-10.30	Practice 1: True or False (Story Telling)	Individual Exercise
	Preparing your presentation: Structure, purpose, audience, content, form length, notes.	Workshop & Feedback
	Analysing your audience needs: <i>The 3 W's – why, what, who?</i>	Workshop
10.30-10.45	Morning Break	
10.45-11.15	BEST Presentation style	Assessment
11.15-12.00	Making your presentation: Dealing with nerves, words, body language, dress, use of voice, dealing with questions / difficult participants.	Workshop & Feedback
12.00-13.00	Lunch	
13.00-13.45	Prepare Your 'Business Case'	Exercise
13.45-14.45	Story Telling Technique	Exercise
14.45-15.00	Afternoon Break	
15.00-17.00	Practice 2: Present your work (5 minute each)	Individual Exercise

By the end of the workshop the participant will have/be able to:

- Identify key objectives of their presentation
- Plan and prepare a presentation
- Practice and rehearse a presentation
- Consider the varied needs of the audience
- Demonstrate how to speak to groups with confidence

WHO SHOULD ATTEND

All those managers and professional staff involved in making presentations to others, either internally or externally.